

**ASSESSMENT COMMITTEE: Analysis and Reporting Group**

**February 6, 2003, 2:30pm  
SUB 308**

**Those Present:** Carol Hoferkamp, Sue Pieper, Erika Woehlk, John Ishiyama, Sally Cook.

- I. The Committee continued revisions to the assessment grant guidelines.
- II. Items to complete before the next meeting:
  - A. Share guidelines with Judy Mullins, Judy Lundberg, Michael McManis, Garry Gordon, and certain faculty in the Division of Social Science.
  - B. Send out a campus-wide e-mail announcing the guidelines on Wednesday, February 12.
  - C. Advertise completed guidelines in the *Truman Today*.

Meeting adjourned at 4:55pm.

ew